

East Hamilton National Junior Honor Society

Officer's Packet

If you are interested in becoming an officer, review and complete the following information. Return this page to Ms. McDonald by Friday, September 21st .

All candidates must:

1. Review the officer descriptions and **NEATLY** write his/her name next to the position in which he or she wishes to apply (you may choose up to 2 positions – put a 1 and a 2 by your choices)
2. Give a brief 1-2 minute speech at the next meeting prior to the election taking place
3. Obtain signatures from one parent/guardian and two teachers

Applicant Name	Officer Title & Description
	<u>President</u> Calls and presides over meetings Organizes fundraisers and service projects
	<u>Vice-President</u> Helps preside over meetings Obtains service opportunities and reports at meetings Organizes fundraisers and events
	<u>Secretary</u> Records minutes at all group meetings Assists Sponsors with organization at meetings Records and tracks members' service hours
	<u>Public Relations</u> Takes pictures of events and meetings Emails announcements to office including meeting dates and other NJHS happenings
	<u>8th grade Member at Large</u> -represents 8 th grade class
	<u>7th grade Member at Large</u> - represents 7 th grade class

*Additional responsibilities may be assigned, as needed.

I am aware that my son/daughter is applying for a position as an officer in the NJHS. He/she is dependable, assumes leadership in a positive manner, and will attend all required meetings.

Officer Candidate Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

I recommend this student to be considered as an officer in the NJHS. He/she is dependable, possesses qualities of a good leader, and will set a good example for other NJHS members to follow.

1. Teacher Signature: _____ Date: _____

2. Teacher Signature: _____ Date: _____

